

The original reason for why the move to Access

- Allows public library statistics to be more readily linked to a broader collection of Washington State library data, such as grant award and E-rate information as well as Academic, Special and Government library data.

The Statistics are in Access, what now?

- Report generation, both on the fly customized and the one published annually.

Access Database vs Excel Spreadsheet, Rules of thumb

- Access addresses need for:
 - Reporting on complex data that changes over time
 - Creating custom reports on the fly
 - Storing data for a period of time
 - Multiple/simultaneous users
 - Storing multiple tables of related data
- Excel addresses need for:
 - Creating a one-time formatted report
 - Creating a report whose structure, e.g. columns, won't change significantly
 - Creating a report whose format, e.g. formulas, won't change significantly
 - Storing data that fits on a single worksheet of a spreadsheet (flat non-relational data)
- Lexicon:
 - Excel Columns = Access Fields
 - Excel Rows = Access Records
 - Excel Cells = Access Values (intersection rows and columns/fields and records)

Reporting for publication, steps involved

- Compiling of the data
- Report design of the data
- Formatting of the reports

Access Tables, Queries and Reports

- Tables are the equivalent of spreadsheets, but can be connected to other data sources.
- Queries are the mechanism for retrieving data out of the database
- Reports are the formatted representation of the data